



California Department of
Consumer Affairs

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

COSMETOLOGY EXAMINER I

OPEN EXAMINATION – STATEWIDE

Salary Range: \$17.58 TO \$ 21.13 Hourly

Final Filing Date: CONTINUOUS TESTING

WHO SHOULD APPLY	Persons who meet the minimum qualifications as stated below.
HOW TO APPLY	<p>Please submit an application (STD 678) to the address indicated below. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</p> <p>NOTE: All applications must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a State Application, Form STD 678.</p> <p>NOTE: The Department of Consumer Affairs’ Selection Services Unit and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.</p>
WHERE TO APPLY	<div><div>MAIL TO: Department of Consumer Affairs Attn: Selection Services (S. Larsen) P.O. Box 980428 West Sacramento, CA 95798-0428</div><div>FILE IN PERSON: Department of Consumer Affairs Attn: Selection Services (S. Larsen) 400 R Street, Suite 2000 Sacramento, CA 95814</div></div>
SPECIAL TESTING	If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.
FINAL FILE DATE	Continuous – no final filing date. The testing office accepts applications continuously and will notify and test applicants as needed.
EDUCATION AND EXPERIENCE	An evaluation of each candidate’s experience and education will constitute the entire examination.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by the final filing date. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>NOTE: This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.</p>
MINIMUM QUALIFICATIONS	<div><div>Possession of a valid instructor in Cosmetology license</div><div>And</div><div>EXPERIENCE:</div><div><div>Either:</div><div>One year of experience in the administration of practical performance examinations in cosmetology.</div><div>Or</div><div>Two years of experience as an instructor in a public or private school of cosmetology.</div><div>Or</div><div>Any combination of the above.</div></div></div>
ADDITIONAL DESIRABLE QUALIFICATIONS	Education equivalent to completion of the twelfth grade, and fluency in writing and speaking a language other than English.
POSITION STATEMENT	<p>Incumbents work through entry, training, and journey person levels under general supervision. Incumbents administer and grade practical performance examinations to test applicants for licenses to engage in the practice of cosmetology and instructor in cosmetology and such specialties as designated by the Barbering and Cosmetology Program. Incumbents assist in developing procedures for grading practical performance examination material, prepare reports and do other related work.</p> <p>The Cosmetology Examiner is a permanent, intermittent employee. Positions exist in Fairfield and Los Angeles with the Department of Consumer Affairs, Bureau of Barbering and Cosmetology. Positions will NOT be filled on a full- time basis.</p>

SEE REVERSE FOR ADDITIONAL INFORMATION

EDUCATION AND EXPERIENCE– 100%

EXAMINATION
INFORMATION

This examination utilizes an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

EXAM SCOPE

- Knowledge of:
- 1. Current methods, practices and terminology of cosmetology, and of the material used in the industry.
 - 2. Activities of the various branches of cosmetology.
 - 3. Administrative practices of the cosmetology business.
 - 4. Organization and activities of the Barbering and Cosmetology Program.
 - 5. Principles and techniques of constructing and grading subjective examination material.
- Ability to:
- 1. Read and write English at a level required for successful job performance.
 - 2. Evaluate competency of applicants to determine qualifications for licensure.
 - 3. Maintain security of application process.
 - 4. Communicate clearly and effectively.
 - 5. Prepare reports.
 - 6. Establish and maintain cooperative relations with organizations and members of the cosmetology industry.
 - 7. Analyze situations accurately and take effective action.

ELIGIBLE LIST
INFORMATION

An open, statewide list will be established for the Department of Consumer Affairs. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 24 months after it is established.

VETERANS
PREFERENCE
POINTS

Veterans preference credit will be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 327-4967 three weeks after the final file date if a progress note is not received.

If a notice of oral interview or performance test fails to reach the competitor prior to the interview date due to a verified postal error, the competitor may be rescheduled upon written notice.

Applications are available at State Personnel Board offices, local Employment Development Department offices, the Department noted on the front of this bulletin and at www.spb.ca.gov.

If you meet the requirements to participate in this examination, you will be scheduled to participate in a competitive test in which your performance is compared with other competitors in the exam. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the exam or placement on the employment list.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference is on the Veterans Preference Application form that is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)